



## *Writs of Restitution*

### Intake Sheet

- ✓ Original Writ and one copy for each named defendant, including “et al.” Attorney contact information should be included on the Writs. Writ (and order) must authorize Sheriff to “break and enter”, if necessary.
- ✓ “Request for Storage of Personal Property” form for each copy of writ, including one for the original. See RCW 59.18.312 for form language. Form not required with commercial property writs.
- ✓ Completed Sheriff’s Mandatory Eviction Data Form (available at <http://www.kingcounty.gov/safety/sheriff/Services/Evictions.aspx> or the Civil Unit’s public counter 516 3<sup>rd</sup> Ave Room W150, Seattle).
- ✓ Extension language: Writs good for 10 days should contain verbiage to automatically extend an additional 10 to 20 days. Writs good for 20 days should contain verbiage to automatically extend an additional 20 days.
- ✓ Evictions not covered under the Landlord/Tenant Act, RCW 59.18, require a Sheriff’s Indemnity Bond (\$5,000.00 minimum).
- ✓ Fee \$123.00, plus double mileage.
- ✓ Access to common entrance of property and to elevator (key, access code and/or key fob). We cannot accept codes to key lockboxes; actual key is required and is returned after service or enforcement.